



BWC EXPENSE VOUCHER & CHECK REQUEST

Please attach receipts or invoice

All expenses must be approved by the Ways and Means Chair or the Dean of Chairs. Board member expenses must be approved by the President.

Date: _____

Requested by: _____

Approved by: _____

Title: _____

Send Check to (name): _____

Address: _____

City/State/Zip: _____

Description of Expense: _____ Amount: _____

Total: _____

TREASURER USE ONLY			
Check No. _____	Amount: _____	Date: _____	Budget Category _____

Rev.. 9/2022



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